

18 June 1981

MEMORANDUM FOR: Deputy Director for Applications
Deputy Director for Processing

FROM:

Chief, Program & Budget Group

SUBJECT: FY 1982 Requirements

1. In order to respond to anticipated DDA requests for specific information about our 1982 budget, and to clearly identify our 1982 requirements and priorities, the following information is requested by 15 July 1981:

A. Reprogramming Actions:

Identify reprogramming actions required in 1982 in the format shown in Attachment A. The objective could be to provide rental funds for equipment that was budgeted to be purchased--same requirement but different subobject classes--or it could be to fund a requirement that was not included in the 1982 budget. Special attention should be given to requirements for contractual services. In our first Status of Funds Report in 1981 the projected cost of requirements for contractual services (2543) exceeded the budgeted amount by over 10 percent.

B. Unfunded or Underfunded Requirements:

Determine your requirements that are not adequately funded in 1982 and show them in the format and categories shown in Attachment B. Identify the requirements and list them in priority sequence on the summary page whether the requirement is unfunded or underfunded. Also show the amount required and the FY 1982 quarter in which the funding will probably be required. On separate pages describe the requirements in the sequence listed on the summary page. If underfunded, include the amount funded. Also explain why the requirement must be funded in 1982, and estimate the impact on ODP and the users if the funding is not provided.

C. Least Critical Requirements:

Identify your least critical non-personal service requirements in the format shown in Attachment C. Requirements adding up to the following amounts should be shown:

Processing	\$2,000K
CAMS	400K
Applications	200K

2. The requested information is necessary to identify reprogramming actions as early as possible in hopes of receiving our 1982 budget at the SOC levels that will avoid formal reprogramming approval after the fiscal year begins. It is also important to note unfunded or underfunded requirements at the same time that decisions are being made on renewing routine requirements for 1982. The least critical requirements will surface potential resources for unfunded or underfunded requirements, and provide the information regularly requested by the DDA prior to the start of the fiscal year.

3. If you have any questions, please call me on extension

STAT

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Atts: a/s

cc: C/SPS/ODP
C/MS/ODP
C/AS/ODP
C/CD/ODP

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1982 REPROGRAMMING REQUIREMENTS

Describe requirements and state if action is simply a swap of funds from one SOC to another, or if the requirement was unfunded or underfunded in the 1982 budget. In the latter case, note what activity would not be supported as currently budgeted in 1982. For all requirements specify resource packages, SOC's, and amounts.

1.

2.

3.

SUMMARY OF UNFUNDED AND UNDERFUNDED REQUIREMENTS

IN PRIORITY SEQUENCE

Category A (Hard - An action or a payment that must be accomplished--no options)

<u>Identification of Requirement*</u>	<u>Amount (\$K)</u>	<u>Qtr.</u>
1.		
2.		
3.		
4.		
5.		

Category B (Commitment - A requirement which is specified in a written commitment by ODP)

<u>Identification of Requirement*</u>	<u>Amount (\$K)</u>	<u>Qtr.</u>
1.		
2.		
3.		
4.		
5.		

Category C (Other Requirements)

<u>Identification of Requirement*</u>	<u>Amount (\$K)</u>	<u>Qtr.</u>
1.		
2.		
3.		
4.		
5.		

*Also designate if this is unfunded or underfunded. On separate pages describe the requirement, explain why it must be accomplished in 1982, and estimate the impact on ODP and its users if the funding is not provided.

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ATTACHMENT C

LEAST CRITICAL 1982 NON-PERSONAL SERVICE FUNDS

<u>No.*</u>	<u>Activity Description</u>	<u>Amount \$ Thousands</u>	<u>Impact</u>
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*The first item is the least important--the last item the most important
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